



Maryland Judiciary

Job Announcement

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Opening Date:	July 9, 2015	Closing Date:	Open Until Filled
Job Title:	Director	Third Review:	August 14, 2015
PIN:	073289	Position Type:	Regular Full Time, At-Will
Location:	Mediation and Conflict Resolution Office (MACRO) Administrative Office of the Courts Annapolis, Maryland	FLSA Status:	Exempt
		Grade/Salary:	S07 \$82,482 - \$127,852 (Depending on Qualifications)
		Financial Disclosure:	Yes

Essential Functions: The Director is responsible for developing and achieving the mission of the Maryland Judiciary's Mediation and Conflict Resolution Office (MACRO), which is to advance the availability, use and quality of alternative dispute resolution (ADR), within and beyond the courts, to contribute to creating a more civil and peaceful society. In accomplishing this mission, the Director provides inspiration, motivation, and leadership to MACRO staff, collaborators, and others. The Director has broad authority for independent decision making. The Director oversees MACRO programs and projects, such as the Maryland Program for Mediator Excellence, which offers a wide variety of opportunities for ADR practitioners across the state to improve the quality of their practice, ADRESS, the ADR Evaluation and Support System, which will improve the quality of the court ADR programs, and the Behavior Change project to increase demand for ADR services. Administers MACRO's two grant-making programs and is as a major funder for ADR programs in courts and in the non-profit sector. The Director represents MACRO in meetings with internal and external stakeholders, as well as with foreign delegations interested in ADR. The Director staffs the Judicial Council's ADR Committee in collaboration with MACRO's Court ADR Resources Director, the Director of the District Court ADR Office and the Director of the Court of Special Appeals ADR Division. The Director manages MACRO's budget and prepares annual budget requests. The Director works in partnership with other organizations, such as the University of Maryland School of Law and various practitioner organizations to support ongoing initiatives such as the Public Policy Dispute Resolution Fellows Program and the Maryland Mediators Convention. The Director participates in trainings, public awareness sessions and discussions offering advice to a variety of audiences, supervises and supports MACRO staff, and keeps abreast of current trends and developments in the conflict resolution field. The Director monitors ADR legislation and participates in the efforts to improve Rules and Standards relating to ADR Practice. Additional hours and travel outside of a normal work schedule, may be required.

Education: Juris Doctorate or advanced degree in Conflict Resolution, Public Policy, Public Administration or a related field.

Experience: Eight years of progressively responsible professional experience to include four years of experience at a managerial or senior professional level with with supervisory responsibilities.

Note: Must have a minimum of 80 hours of mediation skills training.

Preferred: Prior work experience as a mediator, facilitator or providing other direct conflict resolution services highly desired. Additional mediation skills training preferred. Additional training in other areas of conflict resolution such as community conferencing, restorative justice, arbitration, settlement conferences would be helpful.

Skills/Abilities: Must possess a passionate commitment to advancing high quality ADR. Knowledge of the general structure of court systems and of ADR programs in courts and in communities. Knowledge of the Maryland court system and Maryland courts and community ADR programs preferred. Knowledge of community, family, and commercial mediation, both within and beyond the courts, as well as restorative justice, and ADR program research. Excellent diplomacy skills and must be savvy about organizational and interpersonal politics. Skill in supervising and supporting the strengths and goals of staff. Ability to be creative and promote innovation in the conflict resolution field. Ability to promote all aspects of the conflict resolution field and all approaches to such conflict resolution processes as mediation. Ability to advocate for the necessity and benefit of the program. Ability to handle multiple assignments and projects simultaneously and accept change in work priorities. Ability to maintain strict confidentiality. Ability to accept constructive criticism as a learning opportunity. Ability to administer and manage department budget and finances, as well as short-term and long-term planning skills. Ability to create presentations and facilitate training sessions. Ability to collaborate and maintain effective working relationships with staff, peer organizations and agencies. Ability to communicate effectively verbally and in writing, including the ability to give dynamic and informative presentations to small and large groups. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted.)

Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Avenue, Building A-1
Annapolis, Maryland 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. The selected candidate will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.